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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Logistics Office

DATE: 3 December 1953

FROM : Acting Chief, Inspection & Review Staff

SUBJECT: Weekly Activity Report

1. General.

- a. O & M Service Survey of DD/P Logistics Functions (continued item).

Copies of O & M Service survey reports relative to logistics functions within FE Division, Senior Staffs and DD/P (Admin) were received and are being circulated.

2. Projects and Studies in Process.

- a. Development of Inspection and Review Procedures and Operating Policies (continued item).

Decision has been made to issue the Logistics Instruction pertaining to functions and procedures of this Staff without further external coordination. Action will be taken to develop an Agency Regulation specifying the responsibility of the Chief of Logistics with regard to review of technical logistical activities Agency-wide.

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3. (5) Major Objectives.

- a. Review of Logistics Office Organizational Elements (continued item).

- (1) Secured approval of a schedule providing for the completion of this project prior to 30 June 1954.
- (2) Commenced the review of the work program of Administrative Staff. Target date for completion of this review is 18 December 1953.



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